



Wyoming Department of Health
Aging Division

Policy Information Notice

DATE: April 23, 2009 **PIN #:** DORE-2009-02

SUBJECT: Required Notification in Emergency Situations

TO: All Aging Division Title III Contracted Providers
Community Based In-Home Services (CBIHS) Grantees

EFFECTIVE DATE: May 1, 2009

This Policy Information Notice (PIN) provides guidance in the event that an Aging Division Contract Provider has to close their operation due to weather or other natural and/or man made emergency.

Policy:

Aging Division contractors shall notify the Aging Division in the event they have to close their organization due to weather or other natural and/or man made disasters as soon as possible. In the event of such a closure, the following guidelines apply:

- Call 307-777-6102 (24 hours/7 days/week);
- Identify the organization affected (include sites where applicable);
- Person making the report;
- Type of emergency;
- Reason for closing;
- Anticipate the number of days and/or hours that the organization will be closed;
- Is any assistance needed from the Aging Division and/or the Department of Health;
- Impact to clients served;
- A daily follow up report if necessary; and
- A final conclusion report.